

The Schlicht & Field Co.

—LIMITED—

- Toronto, - Canada -

MANUFACTURERS OF

LABOR-SAVING DEVICES

FOR MERCANTILE AND PUBLIC OFFICES



SHANNON FILES AND CABINETS

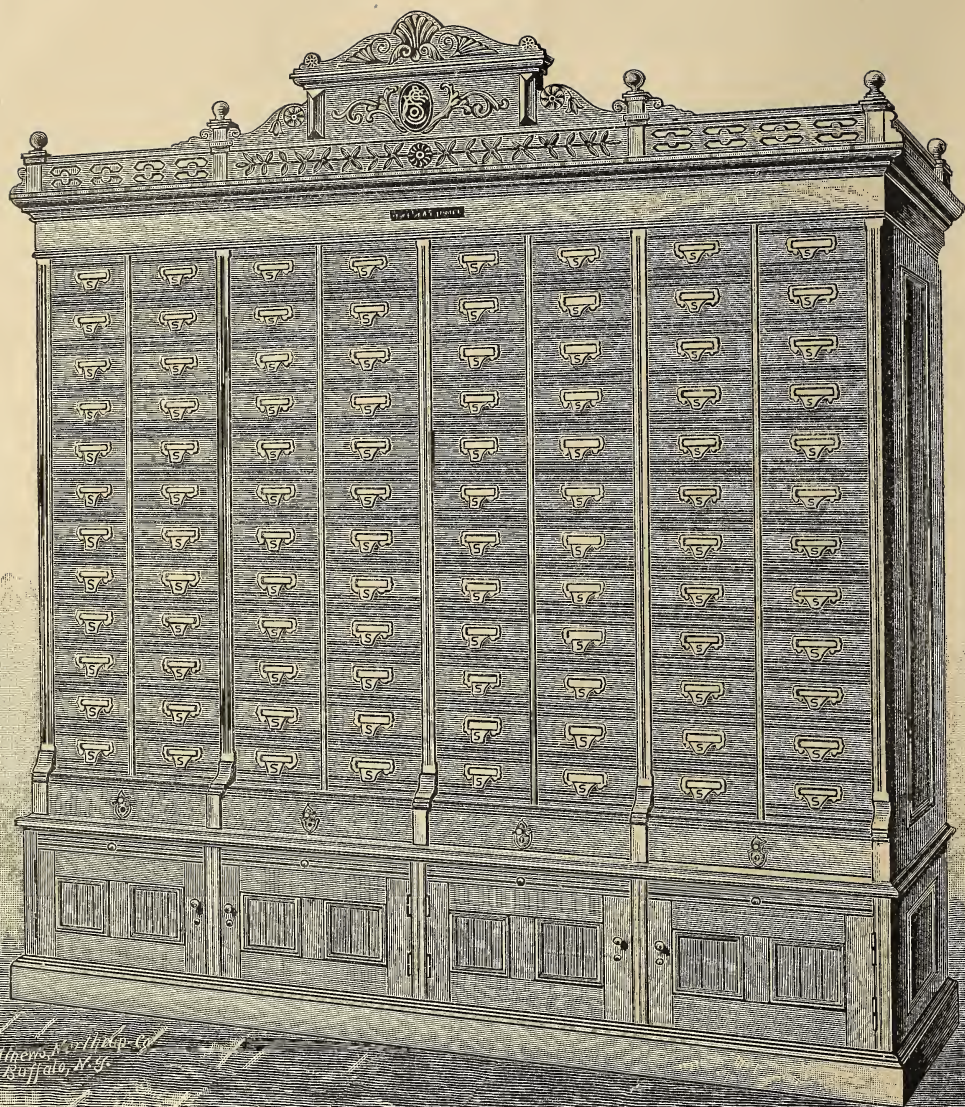
DOMINION DOCUMENT FILES

ROLLER DAMP-LEAF COPIERS

SCHLICHT'S STANDARD INDEXES, ETC.

MONTREAL OFFICE, 1742 NOTRE DAME STREET

BRANCHES IN ALL THE PRINCIPAL CITIES OF THE WORLD



NINETY-SIX DRAWER SHANNON FILING CABINET
With Patent Locking Attachment, Base and Fancy Top

SCHLICHT'S STANDARD - INDEXES -

FOR INDEXING LEDGERS, RECORDS, ETC.

**The Simplest, Most Rapid, and Thoroughly Practical
Indexes in the Market.**

It was not until Schlicht's System of Indexing was devised that it became possible, by means of an index, to refer to any surname beginning with the more common letters of the alphabet, like B, C, H, M, S and W, with as great ease as to those beginning with other letters. The reason is, that to secure uniformly rapid reference, names must be distributed into such a number of distinct and separate groups, consisting of not more names than will make it possible to see any one of their number at a glance. This instantaneous recognition of a name in one of these groups is the same as the instantaneous recognition of a friend in a crowd not too large. In other improved indexes it is necessary to go over 75 to 100 names beginning with B, C, H, M, S and W, when the whole number of names indexed is not more than 2000 names, and often the name wanted is skipped. As every page of Schlicht's indexes is the same, indexing and reference are easy and rapid. These indexes, on account of their great labor-saving qualities, commend themselves to progressive business men and accountants as soon as their merits are fully understood. They are used by the United States Government and by leading business concerns in all parts of the country.

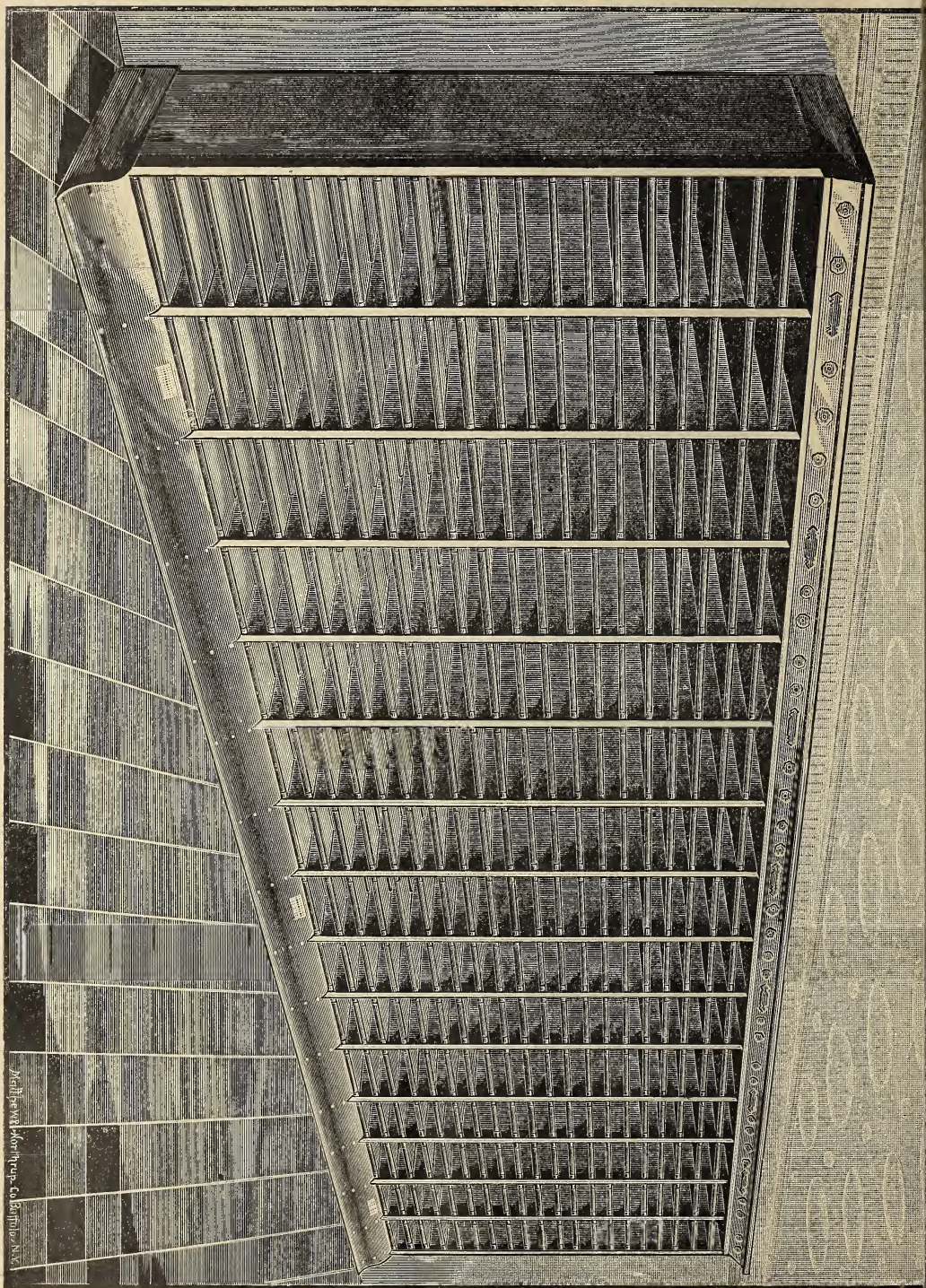
We make special indexes for any number of names, from 1,200 to 2,000,000, for public offices and general use.

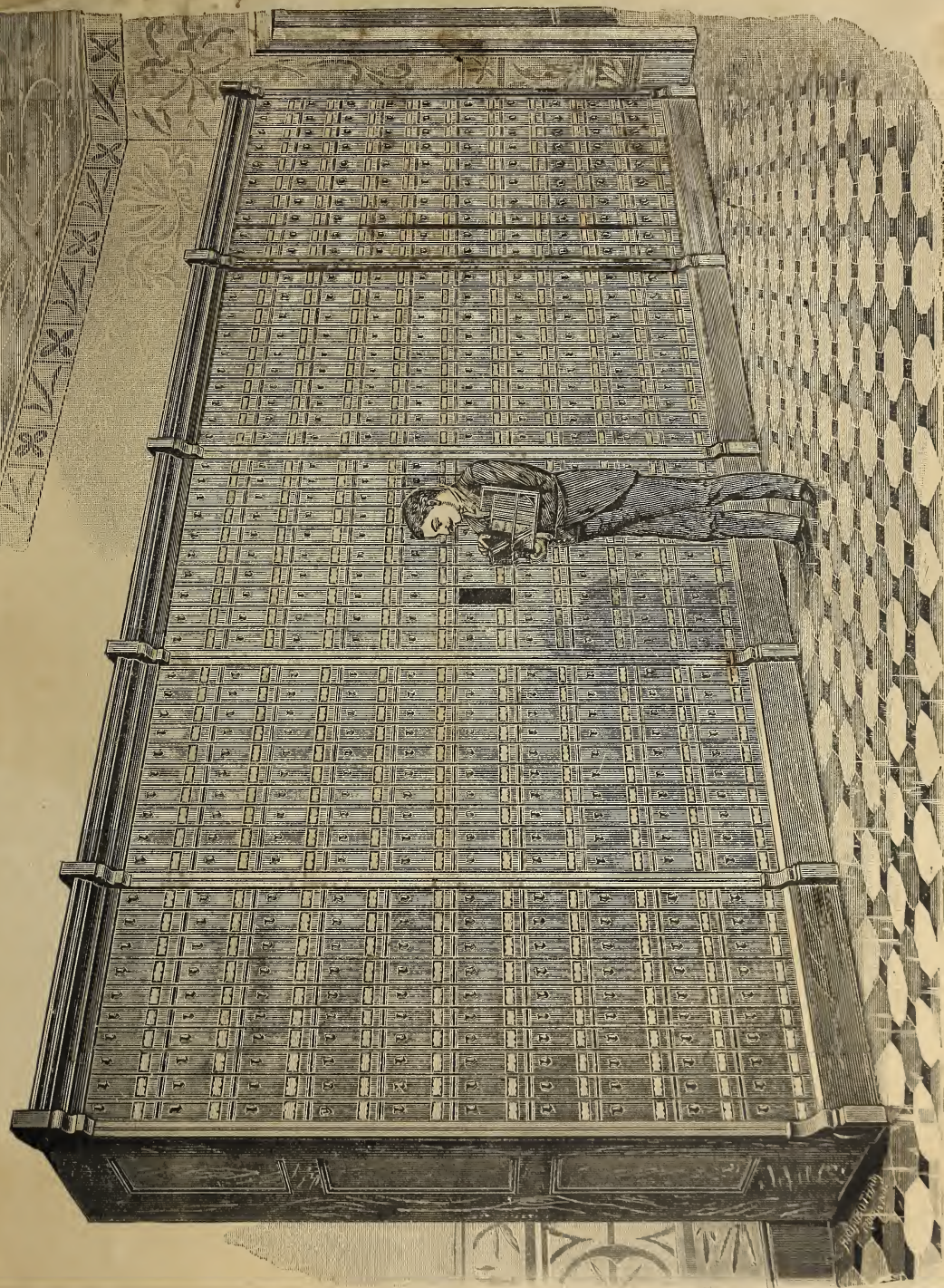
SCHLICHT'S STANDARD INDEXES KEPT IN STOCK.

No. 1 , for 600 names ,	size of page $5\frac{1}{2} \times 12\frac{1}{2}$, single column	\$1 00
No. 4 , for 1,200 "	size of page $8\frac{1}{2} \times 14$, double column	2 00
No. 5 , for 2,000 "	size of page $8\frac{1}{2} \times 14$, single column, space for address, etc.	3 75
No. 7 , for 3,000 "	size of page $8\frac{1}{2} \times 14$, single column, space for address, etc.	4 50
No. 10 , for 4,000 "	size of page $8\frac{1}{2} \times 14$, double column	4 50
No. 11 , for 5,000 "	size of page $8\frac{1}{2} \times 14$, single column, space for address, etc.	6 50
No. 14 , for 6,000 "	size of page $8\frac{1}{2} \times 14$, double column	5 50
No. 15 , for 7,500 "	size of page $8\frac{1}{2} \times 14$, single column	9 75

Style of binding—cloth sides, leather back and corners.

To meet the demand for Indexes of the capacities enumerated, we make them in large quantities and give our customers the benefit in low prices.





FIVE HUNDRED-DRAWER DOM. DOCUMENT FILES CABINET FOR PUBLIC OFFICES



RAPID ROLLER
DAMP-LEAF COPIER
 (PATENTED)

THE importance of keeping copies of every paper sent out from an office, which has any bearing upon one's business, is becoming more and more fully understood. Errors resulting from a neglect of this precaution have taught many business men to go even so far as to copy receipts, checks, drafts, notes, and other papers not ordinarily copied. The reason why *fac-simile* copies of papers are not more generally made is, that the ordinary process is slow, tedious and expensive. The time necessary to unscrew the letter-press, take out the book, turn to the proper page, dampen the sheet, remove the surplus moisture, insert the paper, close the book, put it in the press and get the necessary pressure, makes it really impracticable in many cases—such as that of persons waiting for the original, and in a hurry, or at the near approach of mail-closing time.

By means of the new Rapid Roller Damp-Leaf Copier, instantaneous copies of any writing can be secured by merely turning a crank. What would take an hour to do with the ordinary letter-press can be done with this new Copier in a few minutes. This feature alone must commend it to business houses sending out a large number of papers; and if sent out by mail, no delays need be occasioned, as nearly

one hundred papers can be copied in two minutes. The copies are made on a continuous web of paper, which is cut by an apparatus for the purpose in any desired size, and filed away on a Shannon File or in the Shannon Cabinet with papers received, letters and answers together. Correspondence to and from different sources is filed by itself in such a manner that anything may be instantly referred to, instead of having first to use an index book, and then leaf a letter-book, with the result of many times not finding what is wanted.

The following is a summary of some of the advantages of this system of copying over the old :

FIRST—The Copier is always ready for work, and the copying is done instantaneously.

SECOND—Six legible copies may be taken from one writing when done with a type-writer. If with a pen and good copying ink, twelve legible copies may be taken.

THIRD—The rolls of copying paper cost one-half the price of copying books, with the same copying capacity.

In every well-regulated office the desirability of saving time by the use of writing machines is generally admitted. A much greater percentage of time is saved by this system of copying, and if looked at in the light of an investment, is the best that any business house sending out many letters, bills, or other papers, can make.

We have no room for testimonials, but here are a few parties who have the Press in use—refer to any of them, or send for a Press, it may be returned within sixty days after shipment, if not satisfactory:

Great Northwestern Telegraph Co., Toronto
Hunter, Rose & Co., Toronto
Globe Printing Co., Toronto
Canadian Bank of Commerce, Toronto
Bank of Hamilton, Hamilton, Ont.
Bank of Ottawa, Ottawa, Ont.
Bronson & Weston, Ottawa, Ont.
Falkner & Masson, Belleville, Ont.
H. B. Hunt, St. Catharines
Bissette & Co., Winnipeg
C. P. R. Land Office, Winnipeg
City Commissioner, Winnipeg
F. A. Hilton, Cobourg
Peterborough Investment Co., Peterborough
Hess Bros., Listowel
Knechtel Furniture Co., Hanover, Ont.
Thos. Marks & Co., Port Arthur
Jas. Hay & Co., Woodstock
Louis Duhamel, Hull, P. Q.
Alpha Oil Co., Sarnia
Williams Manufacturing Co., Montreal
D. Morrice, Sons & Co., Montreal

THE SCHLICHT & FIELD Co., Lim.

Gentlemen.—The Rapid Roller Damp Leaf Copier we purchased from you some months ago has given us unbounded satisfaction, and we take much pleasure in testifying to its genuine merits. We are now using it to copy type writing with the most satisfactory results, and we find it to work equally well with ordinary writing and copying ink. Used in connection with the Shannon Cabinet system of filing papers, we effect a large saving of time and labor over the methods formerly in use by us. We are confident that as its merits become generally known it will replace all other systems.

THOMAS MAY & Co.
Montreal.

THE SCHLICHT & FIELD Co., Lim.

Gentlemen.—We are exceedingly pleased with the Roller Copier you sent us. It saves a great deal of labor, and in a very short time will pay for itself in time saved. The fact of its always being ready to take a copy insures letters, bills, etc., being copied that might otherwise be let

pass. We cannot too highly recommend this most useful piece of office furniture.

TORONTO LITHOGRAPHING CO.

THE SCHLICHT & FIELD Co., Lim.

Gentlemen.—Your Rapid Roller Damp Leaf Copier has given us unqualified satisfaction, both as regards the superiority of its work and economy of time and labor. Used in connection with the Shannon Filing Cabinet we find it especially valuable, enabling us to file all the copies of letters to each correspondent along with the letters to which they are replies in a parcel, in regular order of date under the proper indexed division, and isolated from others of the same initial, so that almost instant reference can be made to the entire correspondence or to the letter and copy of reply of any particular date. As a manifold, where a comparatively small number of copies are required, such as advice to the traveller of change in price, etc., we consider it unequalled by any other method. If its sale is commensurate with its merits it must soon come into universal use.

ROSS, HASKELL & CAMPBELL.
Montreal.

THE SCHLICHT & FIELD Co., Lim.

Gentlemen.—The satisfactory results of using your Patent Damp Leaf Roller Copier are simply beyond expression. We do not require to use the old letter book at all, and the impressions we get from your new system are done in one-tenth of the time, with less labor, and are much more easy of access when filed away. It is a labor-saving and time-saving appliance that in our opinion no mercantile office can well be without.

HAMILTON INDUSTRIAL WORKS CO.

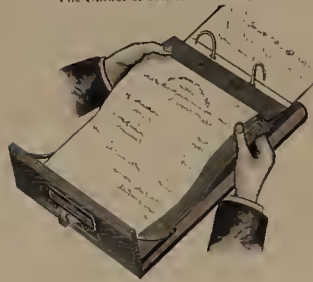
THE SCHLICHT & FIELD Co., Lim.

Gentlemen.—We have much pleasure in asserting our high appreciation of the "Rapid Roller Damp Leaf Copier" manufactured by you. We have had it in use in our office for some months, and find it almost indispensable. We could not now be without it, except at very great inconvenience.

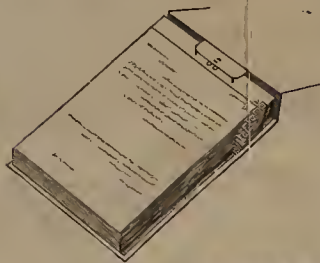
BLAKE, LASH, CASSELS & HOLMAN.
Toronto.

LABOR - SAVING OFFICE DEVICES

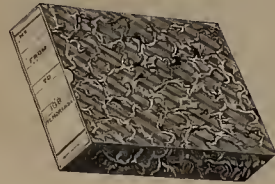
Shows manner of transferring papers from File-Drawer or File to Transfer Case.



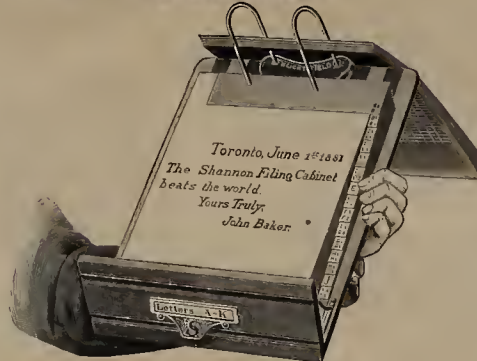
Shows papers after being transferred.



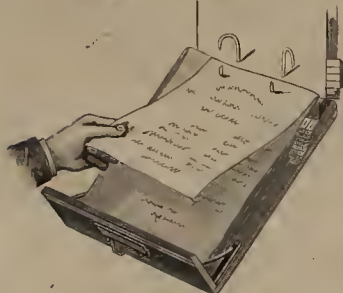
CLOSED TRANSFER OR BINDING CASE



THE SHANNON FILE-DRAWER



Shows manner of removing a paper.



This illustration shows a THIRTY-TWO DRAWER SHANNON FILING CABINET on base, and how papers may be examined without removing drawer.



Dimensions:—Height, 6 feet 6 inches; width, 46 inches.

CABINET PERFORATOR ON BOARD



Shows manner of Perforating paper, either, with File or Cabinet Perforator.



SHANNON FILING CABINETS are made in many sizes, ranging from six File-Drawers to one hundred or more. They are substantially made of the best seasoned Black Walnut, with and without patent locking attachment, and nickel-plated fittings, and can be arranged for any class of correspondence, and are adapted to any requirement.

SIXTY FILE-DRAWER SHANNON CABINET, STYLE NO. 3, WITH BASE, PATENT LOCKING ATTACHMENT AND FANCY TOP



Dimensions:—Height, 8 feet 10 1/2 inches; width, 6 feet 2 1/2 inches.

FOUR FILE-DRAWER SHANNON CABINET



TWELVE FILE-DRAWER SHANNON CABINET



Dimensions:—Height, 38 1/2 inches; width, 24 1/2 inches.

FIFTEEN FILE-DRAWER SHANNON CABINET



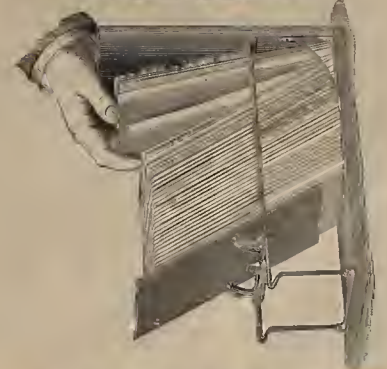
Dimensions:—Height, 32 inches; width, 32 inches.

COMBINATION CABINET ON ROLL TOP DESK

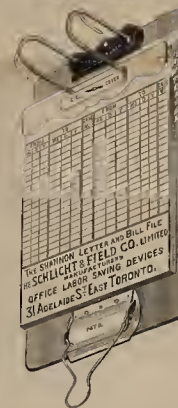


Dimensions:—Height, 20 inches; width, 56 1/2 inches.

THE ADMINIDN DOCUMENT FILE



SHANNON SINGLE FILE



Shows manner of examining Papers on File.



THIRTY-SIX FILE ADMINIDN DOCUMENT CABINET



Dimensions:—Height, 78 inches; width, 35 inches.

THE SCHLICHT & FIELD CO. Lim.
TORONTO, - - CANADA

Public-Record Book-Shelves

THE necessity for an improvement in the means of holding Record-Books has led inventors to devise various improvements on the old-fashioned upright wooden receptacles in use in most public offices. It is known that when a record-book stands on its end, not only is the binding injured each time the volume is removed, but the threads with which the sections of the book are put together become loosened and worn in consequence of the sagging of the paper from its weight.

Moreover, it has been found that if a fire takes place in the building or vault in which the books stand on end in wooden receptacles, the books are generally all destroyed, because they do not form a compact mass of paper, but have air spaces between the leaves, rendering them inflammable.

It is a fact that if books lie flat on their sides it is almost impossible to burn them, as they form such a compact mass. In consequence of this, book-shelves have been constructed of wood to permit the placing of books in this manner instead of in the upright position.

Our Metal Public-Record Book-Shelves are a great improvement upon all other forms of book-shelves heretofore constructed. They are made of iron and steel and are for all practical purposes fire-proof. They are made in several styles, but the construction as shown in engraving is considered the most complete.



The following summary of their advantages will show why they are preferable to any other style of shelf:

FIRST. Each shelf is provided with a series of metal rollers on which the books run so smoothly that they are not wrenched or worn in the necessary, frequent and continuous handling to which they must be subjected, as is the case with other book-shelves.

SECOND. The rollers extend across the opening the full length or width, supporting all parts of the book which rests evenly upon them so that there is no sagging of the book.

THIRD. The rollers are made of best quality of round tubing and the bearings of smooth rolled steel, thus avoiding the roughness at the moulding joints of the cast iron roller, as well as the warping and swelling which seems to be inseparable from the wooden roller.

FOURTH. The cases are made of steel plate and cold rolled iron. The mouldings are of plain iron, or polished brass if so ordered. The workmanship is first-class throughout.

FIFTH. Economy in the use of practically indestructible material, good for all time, instead of stuff liable to be damaged by heat or moisture, and sure to wear out.